



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Request for Approval of Job Specifications and Salary Ranges for Deputy City Attorney

MEETING DATE: October 6, 1993

PREPARED BY: City Attorney


RECOMMENDED ACTION: Council consideration and adoption of the attached Resolution approving job specifications and salary ranges for Deputy City Attorney.

BACKGROUND: The City Council in June of this year approved the additional position of Deputy City Attorney within the City Attorney's department. It is anticipated the position will be filled in January of 1994, since the position was only approved for a six-month period in this fiscal year.

It is requested that the Council approve the attached job specifications and salary ranges for the Deputy City Attorney's position.

FUNDING: To be determined.

Respectfully submitted,



Bob McNatt
City Attorney

BM/vc

Attachment

APPROVED _____

THOMAS A. PETERSON
City Manager



recycled paper

RESOLUTION NO. 93-12

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING JOB SPECIFICATIONS AND SALARY RANGES
FOR DEPUTY CITY ATTORNEY POSITION

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RESOLVED, that the Lodi City Council does hereby approve the job specifications, attached hereto as Exhibit A; and

FURTHER RESOLVED, the Council hereby approves the following salary ranges for the Deputy City Attorney position:

DEPUTY CITY ATTORNEY

MONTHLY SALARY RANGES

	A	B	C	D	E
I	\$3,000	\$3,150	\$3,307	\$3,473	\$3,647
II	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432

Dated: October 6, 1993

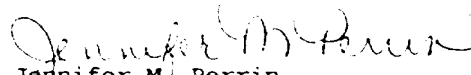
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I hereby certify that Resolution No. 93-125 was passed and adopted by the Lodi City Council in a regular meeting held October 6, 1993 by the following vote:

Ayes: Council Members - Davenport, Mann, Sieglock, Snider,
and Pennino (Mayor)

Nays: Council Members - None

Absent: Council Members - None


Jennifer M. Perrin
City Clerk

RES93125/TXTA.02J

CITY OF LODI

October 6, 1993

DEPUTY CITY ATTORNEY I/II**DEFINITION:**

Under general supervision of the City Attorney, performs civil legal work of a routine to complex nature in representing the City and providing advice and counsel to City staff, boards and commissions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a flexible class, in which incumbents may be assigned to either the I or II level depending upon experience and proficiency gained involving all aspects of the municipal function. The work may be related to any number of civil areas and may include providing legal services for one or more City departments and their associated elected or appointed boards and commissions. Involvement in formal litigation, discretionary powers and overseeing efforts of other staff or contract employees will be progressive. The incumbent is fully capable of working independently in any number of areas of municipal law. While expertise may be gained in specific areas of law, incumbents may direct or assist in legal matters in any area of municipal law. It involves the responsibility for major areas of City legal matters and may involve acting as the City Attorney on a relief basis.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the City Attorney.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Advises City departments concerning the respective duties, powers, functions and obligations.
- Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents.
- Represents the City in court cases encompassing a wide variety of civil and criminal subject matters, including all phases of pretrial, trial, and appellate work.
- Represents the City in administrative hearings before City boards and commissions, and state and federal agencies.
- Attends meetings of City boards and commissions as assigned.
- Investigates and prepares reports on claims against the City.
- Maintains records and compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates impact on City operations and recommends appropriate action.

MINIMUM QUALIFICATIONS:

Knowledge of:

Civil and administrative procedure.
Pleading and practice and effective techniques in the presentation of court cases.
Judicial procedures and rules of evidence.
Principles, methods, and techniques of legal research and investigation.
Responsibilities and obligations of public officials and administrative agencies.
Municipal government organization structure and functional responsibilities.
State and federal laws and constitutional provisions affecting municipal operations.

Ability to:

Define issues, performing legal research, analyzing problems, evaluate alternatives in making sound recommendations.
Present statements of fact, law, and argument clearly and logically.
Exercise sound and independent judgement within general policy guidelines and legal parameters.
Interpret state and federal laws and constitutional provisions affecting municipal operations.
Establish and maintain effective working relationships with those contacted in the course of work.
Represent the City effectively in hearings, courts of law, and meetings with others.
Prepare clear, concise, and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence, and other written materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

A Juris Doctorate degree from a law school accredited by the American Bar Association or the California Bar Association.

Experience:

Deputy City Attorney I: No experience is required.

Deputy City Attorney II: Three (3) years increasingly responsible experience in the practice of civil or municipal law.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

Must be a current member in good standing of the California State Bar Association.